**AAAE7155 – Education Welfare & Attendance Officer Grade 7**

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Good standard of general education including 5 GCSE’s or equivalent (Graded A-C) including Maths and English | * Qualification in work linked with children and young people, particularly social work, education or youth and community work. |
| Experience | * Experience of working with young people and their families. | * Experience of working in and educational setting. * Experience of multi-agency working |
| Job related knowledge | * ICT competent and conversant with the Microsoft Office suite of applications (particularly Word and Excel) and conversant with SIMS and / or PARS * Knowledge of safeguarding procedures and familiar with child protection issues * Have good administrative organisation and communication skills. * Demonstrate an understanding of issues that may affect a student’s ability to attend school * Demonstrate an understanding of issues linked to confidentiality | * Knowledge of appropriate legislation and initiatives within education (including Cheshire West and Cheshire Council, Shropshire Council and Wrexham Borough Council) |
| Skills and aptitude | * Ability to analyse data. * Ability to liaise effectively with parents and outside agencies. * Enjoy working with a wide variety of young people * Have excellent inter-personal skills and be able to work well as part of a team * Have confidence to manage student behaviour * Be resilient, firm and consistent * Be comfortable with a challenging and varied workload and be able to prioritise effectively * Able to maintain confidentiality where applicable * Able to work in a professional manner with a wide range of people * Ability to act on initiative within a team context * ICT skills * To show commitment to safeguarding and ensuring the welfare of children and young people |  |
| Other Requirements | * Willingness to undergo an enhanced DBS check. * Full UK Driving licence with the ability to travel within the local area |  |